

CERTIFICATE AND AFFIDAVIT OF SATISFACTION

USING THIS REVISABLE PDF FORM

1. Copies
 - a. Original - to court.
 - b. First copy - to lien creditor.
2. Prepared by:
 - a. Data Elements Nos. 1 through 10 are prepared by lien creditor.
 - b. Data Element No. 11 is completed by a notary
 - c. Data Element Nos. 12 and 13 are completed by clerk.
3. Attachments
 - a. Holder of note, bond or other evidence of debt —Affidavit
 - b. Settlement Agent—Affidavit and Notice of Intent
4. Preparation details

If this form is completed and submitted by a settlement agent, the agent's CRESA registration number must be provided. In addition, the settlement agent must provide a copy of the Affidavit and Notice of Intent required by Va. Code § 55-66.3.

CERTIFICATE AND AFFIDAVIT OF SATISFACTION**DATA ELEMENTS**

1. Court name where instrument was recorded.
2. Date lien, deed of trust/mortgage was recorded.
3. Deed Book and Page Number or Instrument No. where instrument is located.
4. Tax Map Reference or Parcel Identification Number as assigned by locality.
5. Name(s) of grantor(s) or maker(s).
6. Name(s) of trustee(s).
7. Amount of note(s), bond(s) or other evidence(s) of debt.
8. Date of note.
9. Signature(s) of holders of note(s), bond(s) or other evidences of debt or settlement agent. Check the applicable box.
10. CRESPA registration number if the certificate is being filed by a settlement agent.

To be completed by person acknowledging signature(s):

11. City or county name, date certificate acknowledged and name and title of person, including commission expiration date if notary, taking acknowledgement.

To be completed by the clerk:

12. Date and time certificate was admitted to record and amount of clerk's fees paid.
13. Name of clerk or deputy clerk admitting instrument to record.

CERTIFICATE AND AFFIDAVIT OF SATISFACTION
COMMONWEALTH OF VIRGINIA

_____, Virginia, Circuit Court
is the location of the following record referenced by this certificate:

_____ DATE, DEED OF TRUST/MORTGAGE/OTHER LIEN	_____ DEED BOOK NO.	_____ PAGE NO.	_____ INSTRUMENT NUMBER
_____ OR _____			
_____ TAX MAP REFERENCE NUMBER		_____ PARCEL IDENTIFICATION NUMBER	
_____ NAME(S) OF GRANTOR(S)/MAKER(S)			
_____ NAME(S) OF TRUSTEE(S)			
_____ \$ _____ AMOUNTS AND TOTAL OF NOTE(S)			

I/WE, holder(s) of or settlement agent who made payment in satisfaction of the above-mentioned note(s) secured by the above-mentioned deed of trust, mortgage or other lien, do hereby certify that the same has/have been paid in full, and the lien therein created and retained is hereby released.

DATE _____

[] HOLDER OF NOTE(S), BOND(S) OR OTHER EVIDENCE(S) OF DEBT
[] SETTLEMENT AGENT (CRESPA Registration No _____)
(Settlement Agent's AFFIDAVIT and NOTICE OF INTENT is attached.)

CITY/COUNTY _____ Virginia:

Acknowledged, subscribed and sworn to before me on _____
DATE

by _____
HOLDER OF NOTE(S), BOND(S) OR OTHER EVIDENCE(S) OF DEBT OR SETTLEMENT AGENT

MY COMMISSION EXPIRES _____ Notary Public

PRINTED NAME OF NOTARY PUBLIC

VIRGINIA:
IN THE CLERK'S OFFICE OF THE CIRCUIT COURT

This certificate and affidavit of satisfaction was presented and, with the Certificate annexed, admitted to record on

_____ at _____ o'clock _____ m
DATE TIME

Clerk's fees: \$ _____ have been paid.

_____, Clerk by _____ Deputy Clerk